DOCUMENT RESUME

ED 434 655 IR 057 487

TITLE	Library Services and Technology Act Plan for Wisconsin, 1997-2002.
INSTITUTION	Wisconsin State Dept. of Public Instruction, Madison.
PUB DATE	1997-07-01
NOTE	18p.
AVAILABLE FROM	LSTA Program Coordinator, Division for Libraries and Community Learning, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-07841. Tel: 608-266-2413. For full text: <http://www.dpi.state.wi.us/dpi/dltcl/pld/lstaplan.html>.
PUB TYPE	Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Access to Information; Financial Support; Grants; Libraries; *Library Funding; Library Networks; *Library Planning; Library Services; Objectives; Program Implementation; Program Improvement; Shared Resources and Services; State Programs; *Strategic Planning
IDENTIFIERS	*Library Services and Technology Act 1996; *Wisconsin

ABSTRACT

This document outlines the five-year Library Services and Technology Act (LSTA) plan for the state of Wisconsin. Following a profile of the libraries in Wisconsin, this plan describes several priorities and LSTA funded activities for each of the following goals: (1) to ensure that libraries and library systems utilize technology to improve services and facilitate access to materials and information resources from Wisconsin libraries and other sources for Wisconsin residents; (2) to ensure that all Wisconsin residents have convenient and timely access to all Wisconsin libraries and information services through interlibrary cooperation and resource sharing; and (3) to ensure access to library and information services for all residents of Wisconsin, including persons with limited functional literacy and information skills, those from diverse geographic, cultural and socioeconomic backgrounds, the underserved in urban and rural areas, adults and children living below the poverty line, and people with disabilities. Also described are procedures to carry out the activities; methodology that the state library administrative agency will use to evaluate the success of the activities in meeting the goals and priorities; the plan for expenditure of 4% allowed for State library agency administrative cost; procedures that will be used to involve libraries and library users throughout the state in policy decisions regarding implementation of the plan; and assurances. (AEF)

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Library Services and Technology Act Plan for Wisconsin 1997-2002

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

PUBLIC LIBRARY DEVELOPMENT

Library Services and Technology Act Plan for Wisconsin — 1997-2002

July 1, 1997

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- Introduction
- Libraries in Wisconsin
- Goals, Priorities, Activities
  - Goal #1: To ensure that libraries and library systems utilize technology to improve services and facilitate access to materials and information resources from Wisconsin libraries and other sources for Wisconsin residents.
  - Goal #2: To ensure that all Wisconsin residents have convenient and timely access to all Wisconsin libraries and information services through interlibrary cooperation and resource sharing.
  - Goal #3: To ensure access to library and information services for all residents of Wisconsin, including persons with limited functional literacy and information skills, those from diverse geographic, cultural and socioeconomic backgrounds, the underserved in urban and rural areas, adults and children living below the poverty line, and people with disabilities.

➧ Describe the procedures to carry out the activities.

➧ Describe the methodology that the state library administrative agency will use to evaluate the success of the activities in meeting the goals and priorities.

➧ Describe the plan for expenditure of 4% allowed for SLA administrative cost.

➧ Describe the procedures used to involve libraries and library users throughout the state in policy decisions regarding implementation of the plan.

➧ Provide assurances satisfactory to the Director that the state agency will make reports, and provide information that the Director may reasonably require to determine the extent to which funds provided under the LSTA have been effective in carrying out the purpose of the LSTA.

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Introduction

Staff of the Wisconsin Division for Libraries and Community Learning followed legislative developments concerning LSTA very closely during the last few years. At the beginning of 1996, when it appeared that some version of LSTA would become a reality, the division incorporated planning for LSTA into its regular LSCA planning cycle. This planning included discussion and suggestions from the LSCA Advisory Committee at the spring and fall 1996 meetings of the committee. It also included comments and suggestions made at two public hearings held in conjunction with the advisory committee meetings. In addition, the Division for Libraries and Community Learning sought comments and suggestions for LSTA from others at agency-sponsored meetings in 1996. These included a meeting of public library system automation consultants in April, a meeting for public library system directors and coordinators in June, a June meeting of librarians and system staff brought together to discuss welfare reform in Wisconsin and the role of libraries, and a July meeting of public library system special needs consultants.

At the September 1996 meeting of the LSCA Advisory Committee, the committee developed specific recommendations for the use of LSTA funds for 1997-98, should those funds become available. This meeting took place on September 25-26 so the final results of action on LSTA were not yet known. The committee developed two budget scenarios - one based on LSCA and one based on what the committee thought would be included in LSTA. The final LSTA legislation was close to the legislation that had been anticipated, so as soon as LSTA was passed, Wisconsin was ready to go with a plan for the use of those funds in 1997-98. Information on the plan was made available to Wisconsin librarians through a publication called *LSCA/LSTA Information and Guidelines for Wisconsin 1997-98.*

While a considerable amount of planning was done in terms of an LSTA program for 1997-98, the Division for Libraries and Community Learning recognized that more work needed to be done in terms of developing a plan to carry it through the year 2002. Toward this end, the Division for Libraries and Community Learning developed a draft five-year LSTA plan and shared it widely with the Wisconsin library community to solicit comments, suggestions, and recommendations. Comments were received from a number of individuals and at meetings of the following groups: system technology consultants and WISCAT coordinators; system special needs consultants and youth liaisons; Wisconsin Association of Public Librarians conference session; LSCA Advisory Committee; Council on Library and Network Development; and the System and Resource Library Administrators Association of Wisconsin. The

comments and suggestions were taken into consideration in this final version of the plan.

In addition to planning for LSTA, the Division for Libraries and Community has undertaken a number of other related planning efforts in the last few years and these have been considered in the development of this LSTA plan. Major planning and evaluation efforts were carried out in 1987, 1991, and 1993 in relation to the WISCAT project development. The publication, *The Report of the WISCAT Task Force*, was produced in 1993 and included major recommendations about adding and updating records, the development of CD-ROM and online formats, training and technical assistance, and funding. In 1995, the division appointed an interlibrary loan task force which reviewed effective use of electronic resources, ways to improve interlibrary loan resources, ways to better educate users, and staff training and funding issues. *The Report of the Interlibrary Loan Task Force* and a revised version of *Wisconsin Interlibrary Loan Guidelines* were published in 1996. In October of 1996 the *State Superintendent's Report on Interlibrary Cooperation and Resource Sharing 1993-1997* was distributed. The report suggested there was a need for the library community to look to the future in regard to how libraries of all types can best cooperate in providing the greatest possible access to knowledge and information resources for Wisconsin's citizens. It was hoped the report would serve as a catalyst for generating ideas for future directions for cooperation and resource sharing among all types of libraries.

This five-year LSTA plan will be reviewed on an annual basis and revisions made as appropriate and necessary. Through a variety of forums, librarians and library users will be encouraged to offer suggestions and recommendations. At the annual review, the LSTA funds available to carry out the plan for the coming fiscal year will be designated for specific purposes, including for local, regional, and statewide competitive and noncompetitive grant projects and programs. The annual *LSTA Information and Guidelines* publication will contain, as it has in the past, detailed information on the LSTA grant process, procedures, funds available, and requirements.

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Libraries in Wisconsin

Wisconsin has 381 independent, statutory-recognized public libraries organized into 17 public library systems. These systems and public libraries serve the over 5.1 million residents of the state. All public libraries and all 72 counties in the state are public library system members.

There are 1,734 school library media centers in the 2,030 public schools in Wisconsin. The public schools are organized into 427 school districts. Wisconsin also has 12 regional school organizations called CESAs (Cooperative Educational Service Agencies).

There are 961 private schools in Wisconsin. It is estimated that all of the private high schools and middle schools have library media centers and approximately one-half of the elementary and combination schools have them.

Seventy-nine colleges and universities and technical and professional schools in Wisconsin participate in the national Integrated Postsecondary Education Data System (IPEDS) and have libraries. Of these 79 institutions, there are 13 four-year University of Wisconsin System institutions, 13 two-year University of Wisconsin System institutions plus a University Extension library in Madison, 16 state technical college institutions, 18 private liberal arts colleges, and 18 technical and professional schools.

There are 462 public and private government, nongovernmental, profit and nonprofit special libraries,

including specialized libraries affiliated with the University of Wisconsin - Madison campus, listed in the 1995 *Wisconsin Library Service Record*. Most of the 24 state institution libraries also have entries in the *Service Record*. The state institutions offer public and school library services to their residents. Inclusion in this list of special libraries is voluntary.

As of 1997, 1,125 libraries of all types have contributed their holdings to the statewide database through use of OCLC, MITINET, WisCon, and the BiblioFile retrospective conversion programs. The statewide union catalog, WISCAT, includes 5.6 million unique bibliographic records and over 26.3 million local holdings. The database is used as a resource sharing tool and a source of MARC records for Wisconsin libraries.

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Goals, Priorities, Activities

Goal #1: To ensure that libraries and library systems utilize technology to improve services and facilitate access to materials and information resources from Wisconsin libraries and other sources for Wisconsin residents.

This goal addresses the following LSTA purposes:

- *LSTA Purpose: Establishing or enhancing electronic linkages among or between libraries*
- *LSTA Purpose: Linking libraries electronically with educational, social, or information services*
- *LSTA Purpose: Assisting libraries in accessing information through electronic networks*
- *LSTA Purpose: Paying costs for libraries to acquire or sharing computer systems and telecommunications technology*

Background and General Trends 1997-2002

The Division will continue to maintain the WISCAT database as a statewide resource sharing tool and a source of MARC records for library automation projects. WISCAT will be produced in CD-ROM format through 2001. The Department of Public Instruction received a federal grant from the Telecommunications and Information Infrastructure Assistance Program (TIIAP) to set up and demonstrate an online version of WISCAT in 1996. A search only online version of WISCAT will be made available to libraries through the World Wide Web beginning in 1997. After 1998, the online database will be updated monthly using records from a wide variety of sources including OCLC, BiblioFile, local automated library systems, other CD-ROM products, and a client server version of WisCon. The QuILL software will continue to be supported and additional libraries will be added as users. A serials database with detailed holdings will be developed and made available as a CD-ROM disc and in online format.

The Division will continue to assist libraries to obtain Internet connections and to use the World Wide Web. As of March 1997, approximately 66% of Wisconsin libraries were connected in some manner to the Internet. The Division has and will continue to encourage libraries to obtain direct connections to the Internet when this technology is available in their area, but many still only have access to dial access. The Division will continue over the next five years to offer continuing education for library staff on using the Internet and integrating the Internet, email, and the World Wide Web into regular library functions and activities.

The Division staff have sponsored planning sessions with the staff in public library systems operating shared automated systems to explore the possibility of linking these systems and have provided grant funds to libraries to start and improve shared library systems. The Division has also funded grants to libraries to purchase CD-ROM and online reference and full-text database information.

Over the next five years the Division intends to work toward implementation of a vision which includes linking local and regional automated systems, WISCAT, fulltext databases, government documents in machine readable form, commercial document suppliers, and Internet resources. The vision will ensure that these resources are equally accessible to persons with disabilities.

The following are priorities for the use of LSTA funds. They are not listed in priority order and do not reflect the amounts of money that will be spent for each from year to year.

Priority: Maintain the WISCAT database as a resource sharing tool and a source of MARC records for Wisconsin libraries.

LSTA Funded Activities:

1.1. Administer the WISCAT database project and provide training and technical support for library staff in using software products and in installing and operating the hardware necessary for various WISCAT operations. (1997-2002)

1.2. Continue to add records from OCLC, BiblioFile, WisCon, GPO, and local systems. (1997-2002) Add Milwaukee, Lakeshores, and OWLS local shared system records (1998-99)

1.3. Purchase hardware and software license agreements to set up an online version of WISCAT on the World Wide Web. (1997-2002)

1.4. Set up passwords as needed for libraries using WISCAT on the World Wide Web. (1997-2002)

1.5. Create client software to allow libraries to update holdings on WISCAT online, download records for local use, and create interlibrary loan requests. (1997-99)

1.6. Set up a second WISCAT file server to be used as a mirror of the current WISCAT server in order to avoid downtime due to development, maintenance, uploading records, and equipment failures. (1997-99)

1.7. Create a serials union list database from OCLC records, UW-Madison and UW Milwaukee records and make it available as a CD-ROM disc and in online format. (1997-98). Add Milwaukee Public Library serials holdings records (1998-99)

1.8. Develop alternative methods and cost scenarios of offering WISCAT access to the general public. (1998-99)

1.9. Explore methods for making WISCAT accessible to users with visual and other disabilities. (1999-2002)

1.10. Continue to develop and improve the QuILL interlibrary loan software, adding increased ability to collect and maintain statistics. (1997-1998).

1.11. Develop and test client QuILL interlibrary loan software for libraries using WISCAT online. (1997-98).

Priority: Promote Internet access for staff and patrons in all public library systems and public libraries and staff access for state institution libraries.

LSTA Funded Activities:

1.12. Support public library and public library system efforts to get direct Internet access for resource libraries and at least dial access for those public libraries which do not now have Internet access. (1997-2002)

1.13. Work with the Department of Corrections to provide staff Internet access in state institution libraries (1997-2002)

1.14. Support and provide training and continuing education opportunities on the use of the Internet and its resources. (1997-2002)

1.15. Explore methods for making the Internet accessible to persons with visual and other disabilities.

Priority: Link local and regional automated systems, WISCAT, and full text databases to form a statewide electronic network.

LSTA Funded Activities:

1.16. Support public library and public library system efforts to implement new shared information systems, enhance existing shared information systems, link two or more information systems, or implement other shared information networks. (1997-2002)

1.17. Set up a pilot test to allow staff in four systems access to each other's systems, place holds on titles, and have materials sent to the requesting library. (1997-98)

1.18. Evaluate pilot project and determine the feasibility of adding additional local library systems to the linked system project. (1997-99)

1.19. Develop an RFI to define linking general requirements and help determine costs of linking these databases. (1997-99)

1.20. Set up an advisory committee representing public library systems, academic libraries, school libraries, and other types of libraries to oversee linked network development. (1998-2000)

1.21. Outline linked system project plan and steps and obtain feedback from the advisory committee. (1998-99).

1.22. Develop cost scenarios and seek funding to begin project. (1998-99)

Priority: Ensure effective use of technology for reference services in local libraries, systems, and at the state level.

LSTA Funded Activities:

1.23. Support public library, public library system, and state institution library efforts to purchase reference databases for use by staff or patrons or pay for costs associated with creating and providing access to electronic community information resources. (1997-2000)

1.24. Develop an RFI or letter describing needed services and contact vendors about signing a statewide contract for full text database services. (1997-98)

1.25. Design and implement a pilot project for experimentation with the services of selected full text database vendor. (1997-2000)

1.26. Develop and implement one or more statewide contracts for libraries to use full text services. (1998-2002)

1.27. Link full text service to the statewide project which also links WISCAT and shared automated systems. (1998-2002)

1.28. Evaluate and use electronic resources at the Reference and Loan Library to respond to reference requests received from Wisconsin libraries. (1997-2002)

1.29. Plan for and evaluate coordination of Reference and Loan Library reference services with public library system staff. (1997-2002)

1.30. Establish an 800 number at the Reference and Loan Library for referral of rush reference requests and for consultation on reference services with library system and library staff. (1997-1998)

1.31. Work with public library system reference staff and state institution library staff to analyze system and library reference staff development needs and develop a staff development and continuing education plan. (1998-2000)

Priority: Provide state-level leadership, planning and coordination to enable libraries to utilize technology to improve services and access to materials and information.

LSTA Funded Activities:

1.32. Provide consultant services, training and technical assistance to assist libraries in accessing and using the Internet and encourage library staff to attend continuing education programs on using the Internet, email, and the World Wide Web. (1997-2002)

1.33. Disseminate information about the role of libraries and library systems in utilizing technology to improve services and access to materials and information for all patrons, including those with disabilities. (1997-2002)

1.34. Hold annual meetings of public library system technology consultants/coordinators and use the

meeting as an opportunity to review the *Library Services and Technology Act Plan for Wisconsin.* (1997-2002)

1.35. Support the development of a library technology vision and plan for Wisconsin. (1997-98)

1.36. Explore the use of distance education technology in libraries. (1999-2001)

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Goal #2: **To ensure that all Wisconsin residents have convenient and timely access to all Wisconsin libraries and information services through interlibrary cooperation and resource sharing.**

This goal addresses the following LSTA Purpose:

- *LSTA Purpose: Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources*

Background and General Trends 1997-2002

The Division will continue to facilitate, promote, and improve the methods used for delivery of information to Wisconsin libraries. In 1996-97, the Division funded a study of the existing delivery statewide and system van delivery services. The results of this study will influence delivery service development over the next five years. In addition, Division staff will continue to monitor and explore ways to use technology to improve delivery of information to library staff and users.

The Division will continue to encourage public library systems to facilitate resource sharing among all types of libraries and to provide interlibrary loan and reference referral services. The Division will also continue to facilitate resource sharing through operation of the Reference and Loan Library as a statewide interlibrary loan clearinghouse and provision of reference services using electronic bibliographic databases, full text resources, Internet resources, and other electronic reference information. The Division staff will continue to use and improve the QuILL automated interlibrary loan management software being used by the Reference and Loan Library, public library systems, and other libraries.

The Division will continue to seek increased state funds for public library systems and the operation of the Regional Library for the Blind and Physically Handicapped and statewide interlibrary loan contracts with the Council for Wisconsin Libraries to access UW-System resources, Milwaukee Public Library, and the Cooperative Children's Book Center.

Priority: Encourage and coordinate delivery and sharing of resources and information among public and other types of libraries at the local, system, state and national level.

LSTA Funded Activities:

2.1. Disseminate delivery services study report to libraries and discuss results with library staff. (1997-98).

2.2. Promote the development of a state-wide delivery system by implementing the recommendations of the

1996-97 delivery service study report where feasible. (1997-99).

2.3. Continue to utilize the statewide delivery service and coordinate delivery with Minnesota libraries through MINITEX. (1998-2002).

2.4. Study and evaluate electronic methods for delivery of information to libraries. (1998-2002).

2.5. Continue to utilize and upgrade automated systems used to manage Reference and Loan Library operations, including audiovisual booking, serials tracking, postage metering, and label making. (1998-2002).

2.6. Install and manage an automated online catalog and circulation system which will connect state government libraries and the Reference and Loan Library and will make bibliographic and materials status information available to state government employees. (1997-2002).

2.7. Explore methods to improve delivery of state government information in electronic form through the state government depository program and to make state government information available to the general public using the Internet. (1997-2002).

2.8. Provide interlibrary loan clearinghouse services from the Reference and Loan Library and coordination of interlibrary planning for Wisconsin libraries.

2.9. Continue to improve procedures for use of OCLC for sending, tracking, and financial recordkeeping for interlibrary loan requests sent out-of-state. (1997-2002)

2.10. Preserve materials in Wisconsin libraries which are written by Wisconsin authors. (1997-98)

2.11. Explore the need for supporting state and/or system-level review of and planning in relation to library system configuration. (1998-2002)

2.12. Participate with other appropriate groups and individuals in discussions of issues and policies of national concern and significance.

2.13. Disseminate information of interest and importance to libraries in Wisconsin through publications, email, listservs, and other methods.

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Goal #3: **To ensure access to library and information services for all residents of Wisconsin, including persons with limited functional literacy and information skills, those from diverse geographic, cultural and socioeconomic backgrounds, the underserved in urban and rural areas, adults and children living below the poverty line, and people with disabilities.**

This goal addresses the following LSTA purpose:

- *LSTA Purpose: Targeting library and information services to people of diverse geographic, cultural and socioeconomic backgrounds; individuals with*

disabilities; people with limited functional literacy or information skills; and persons having difficulty using a library; underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line

Background and General Trends 1997-2002

In 1996 the Division for Library and Community Learning sponsored a statewide meeting to inform librarians about the welfare reform legislation in Wisconsin and to generate recommendations about the role of public libraries in providing information and resources to those who will be affected by this legislation. The recommendations of the attendees at that meeting were distributed to the library community and used as the basis for the Special Services categories for 1997-98: Adult Literacy/Job Information and Special Needs Youth. The Adult Literacy/Job Information category targets low-income individuals with limited functional literacy or information skills, including incarcerated persons, non-English speaking individuals, and those in need of job and career information. This category encourages libraries to develop electronic linkages with Wisconsin's one stop job centers in order to facilitate access to needed information for job seekers and welfare recipients. The Special Needs Youth category addresses the library needs of youth in poverty and those with disabilities.

Because of Wisconsin's welfare reform legislation, which takes effect in September 1997, the persons affected by it, low-income persons with limited functional literacy skills and their families, as well as other adults and children living in poverty in this state, will continue to have priority for federal Special Services funds for the next five years. According to the 1990 Census, 10.4% of Wisconsin households lived in poverty in 1989. The poverty level is defined as a family of four with an annual income below $12,575. 43.3% of the 115,227 single mothers with children in Wisconsin were in poverty, and the number of young people in poverty in 1989 was 188,863 (14.9% of youth between birth and age 17). By the year 2002, it is our goal to have comprehensive plans in operation that will provide equitable access to library service for the disenfranchised children, teenagers and adults in Wisconsin whose need for free access to education, information and lifelong learning can best be met at the public library.

An underlying goal for the next five years will be to integrate library services to special populations as much as possible with other library services. One method for accomplishing this goal will be to explore the uses of technology in serving special populations, and to include persons with special needs in statewide technology initiatives.

Wisconsin public library systems and their member libraries have made strides in the past decade in improving library and information services to users with special needs by cooperating with the agencies and institutions that work directly with special populations, and this strategy will intensify in the next five years. Finally, the ongoing need to publicize library services is nowhere greater than among special populations, most of whom are not traditional library users, and there will also be an increased emphasis on marketing library services in the Special Services categories.

The Division for Libraries and Community Learning works closely with Wisconsin's 17 federated public library systems to accomplish this goal. Public library systems are required to engage in continuous planning with the Division and with participating public libraries and counties in the system area in regard to providing services to users with special needs. The are also required to provide in-service training and consultant services for participating public library personnel within the system.

In order to assess the quality and extent of public library services in Wisconsin, the Division collects annual information on public library and public library system services. It publishes this information in an

annual Wisconsin Library Service Record. The Division also establishes standards for public libraries which are included in the publication Wisconsin Public Library Standards. Quantitative standards for public libraries are updated annually and published in the Wisconsin Library Service Record.

The Division provides state level consulting services in the areas of Public Library Administration and Continuing Education, Public Library Construction and Planning, Services to Users with Special Needs, and Public Library Youth Services. The Division coordinates meetings of public library system staffs who work with continuing education, services to users with special needs, and youth services.

The following are priorities for the use of LSTA funds. They are not listed in priority order and do not reflect the amounts of money that will be spent for each from year to year.

Priority: Ensure equitable library and information services to youth in poverty, institutionalized youth, and those with disabilities.

LSTA Funded Activities:

3.1. Support public library, public library system, and state institution library efforts to provide library services for youth in poverty and those with disabilities in collaboration with schools and other community agencies and institutions. (1997-2002)

3.2. Establish a task force to develop a statewide plan for library services for at-risk youth. (1998-99)

3.3. Begin implementation of the recommendations of the At-Risk Youth Task Force which are accepted. (1999-2000)

3.4. Support public library, public library system, and state institution library efforts to utilize technology in improving access to library and information service for at-risk youth. (1997-2002)

Priority: Ensure equitable library and information services to socio-economically disadvantaged adults and those with limited functional literacy and information skills, persons with disabilities and the impaired elderly.

LSTA Activities:

3.5. Support public library, public library system, and state institution library efforts to provide library services for socio-economically disadvantaged adults and those with limited functional literacy and information skills, including non-English speaking, homeless and institutionalized individuals, in collaboration with community agencies and institutions, and utilizing technology as feasible. (1997-2002)

3.6. Support public library, public library system, and state institution library efforts to provide library services for those in need of job, career and life skills information, including the development of electronic access to job and related information. (1997-2002)

3.7. Support public library, public library system, and state institution library efforts to provide library services for persons with disabilities and the impaired elderly in collaboration with community agencies and institutions, utilizing technology as feasible. (1998-2002)

3.8. Establish a task force to develop a statewide plan for library services for adults with limited functional literacy and information skills. (2000-2001)

3.9. Begin implementation of the recommendations of the Library Literacy Task Force which are accepted. (2001-2002)

Priority: Provide state-level leadership, advocacy, coordination and planning to ensure equitable library and information services to persons with limited literacy and information skills, adults and children living below the poverty line, institutionalized persons, and individuals with disabilities.

LSTA Funded Activities:

3.10. Provide consultant services and technical assistance to public libraries, public library systems and state institution libraries to improve services to at-risk youth. (1997-2002)

3.11. Provide consultant services and technical assistance to public libraries, public library systems and state institution libraries to improve services for adults in need of special services. (1997-2002)

3.12. Provide consultant services and technical assistance in the Department of Corrections for state institution libraries. (1997-2002)

3.13. Hold annual meetings of public library system special needs consultants and LSTA Special Services grant coordinators and use the meetings as an opportunity to review the *Library Services and Technology Act Plan for Wisconsin*. (1997-2002)

3.14. Disseminate information about the role of libraries and library systems in serving special populations and collaboration with relevant state and community agencies and institutions and provide continuing education opportunities that bring together libraries and community agencies. (1997-2002)

3.15. Cooperate with Wisconsin library schools in research projects to improve and evaluate services to special populations. (1997-2002)

Priority: Ensure equitable library and information services to people in underserved urban and rural communities through state-level leadership, advocacy, coordination and planning.

LSTA Activities:

3.16. Annually collect and distribute information about the level and extent of public library service in the state. (1997-2002)

3.17. Develop, maintain and distribute standards and guidelines for public library service. (1997-2002)

3.18. Provide, support, and disseminate information about state level continuing education opportunities for librarians and trustees through publications and programs. (1997-2002)

3.19. Hold annual meetings of public library system continuing education coordinators. (1997-2002)

3.20. Promote the use of public libraries and the support of public libraries through a coordinated state-level public relations program. (1997-1998)

3.21. Provide consultant services and technical assistance to public libraries and public library systems in the area of youth services. (1997-2002)

3.22. Hold annual meetings of public library system youth liaisons. (1997-2002)

3.23. Coordinate an annual statewide Summer Library Program. (1997-2002)

TOP

Describe the procedures to carry out the activities

The Division for Libraries and Community Learning will use procedures similar to those used for the LSCA program. Information on the availability of LSTA funds will be widely distributed through such mechanisms as publication in *Channel*, a monthly publication of the division, a direct mailing to eligible libraries, and posting on the Internet. The application forms and an annual publication, *LSTA Information and Guidelines for Wisconsin*, will be produced and distributed to those interested in the program. The *Information and Guidelines* will contain the following information: purpose of the LSTA program, grant program eligibility, preliminary budget, schedule, consultation available, grant process and procedures, grant categories, criteria for evaluating grant applications, and other information necessary for the program. As in the past, the Division for Libraries and Community Learning will provide statewide training/information programs for potential grant applicants.

LSTA funds will be distributed through a combination of competitive and noncompetitive grants. Whether specific grant categories should be competitive or noncompetitive will be reviewed on an annual basis. Funds awarded on a competitive basis will go through a peer review process. Reviewers will receive training from Division for Libraries and Community Learning staff. Each reviewer, working independently, will rate and rank grant applications according to established criteria. Ranking points for all criteria will be consolidated. This and other information will be reported to the LSTA Advisory Committee for review and recommendations. Division for Libraries and Community Learning staff will review the advisory committee recommendations. Staff and advisory committee recommendations will be submitted to the state superintendent for final consideration and action. A process is available for applicants to appeal decisions of the state superintendent.

The availability of funds on a noncompetitive basis will be determined by the State Superintendent of Public Instruction, in consultation with the LSTA Advisory Committee, the staff of the Division for Libraries and Community Learning, and other groups and individuals in the Wisconsin library community. Funds awarded on a noncompetitive basis will be reviewed by division staff and the LSTA Advisory Committee. The state superintendent will make the final decision on grant awards.

Most LSTA funds will be awarded on a one-year basis. However, consideration will be given to awarding multi-year grants, with the condition that the grant projects would have to be renewed each year because the federal funds are made available on an annual basis.

TOP

Describe the methodology that the state library administrative agency will use to

evaluate the success of the activities in meeting the goals and priorities.

All LSTA applicants are required to address the issue of project evaluation in the LSTA application form. They must describe how the project will be evaluated, what tools of measurement will be used to determine the extent to which the project met its objectives, and by whom and by what methods evaluation data will be gathered and analyzed. A six-month and final evaluation are required of all LSTA grant recipients. In the final evaluation grant recipients are required to provide information on the project, how the project objectives were met, plans, if any, for follow-up or continuation of the project, problems encountered in the project, and suggestions for others wanting to implement a similar project. Project administrators are asked to submit statistics, letters, reports and other materials relevant to the project evaluation.

The Division for Libraries and Community Learning and the LSTA Advisory Committee will take the individual project evaluations, as well as other factors such as the information acquired during project site visits, into consideration when evaluating the success of the activities in meeting the goals and priorities. Using outside expertise, the division will select various activities and categories for special review and evaluation over the next five years.

TOP

Describe the plan for expenditure of 4% allowed for SLA administrative cost.

The 4% allowed for state library agency administrative costs will be used for the following:

- staff and staff-supported costs related directly to the administration of the LSTA program
- allowable indirect costs related to state level LSTA programs administered by the state library agency
- costs related to meeting and related expenses of the LSTA Advisory Committee
- costs related to distributing information about the LSTA program and grants
- costs for training of LSTA grant applicants and reviewers
- costs related to convening other groups to assist in the implementation of the LSTA program
- costs for attendance at meetings, programs conferences, and workshops related to LSTA and for participation in national organizations which have an interest in LSTA
- costs for planning and evaluation activities related to LSTA
- other costs related to the administration of the LSTA program including materials, supplies and mailing costs

TOP

Describe the procedures that will be used to involve libraries and library users throughout the state in policy decisions regarding implementation of the plan.

The Division for Libraries and Community Learning will use the current LSCA Advisory Committee as the core of a new LSTA Advisory Committee. Librarians and library users will be represented on the committee. It is expected the committee will meet at least twice a year for two-day meetings. As a part of each committee meeting, time will be set aside for a public hearing where other persons interested in the LSTA program may make comments and suggestions.

Membership on the advisory committee will include representatives of public and other types of libraries, and the users of libraries. It also will include representation from difference sizes of libraries and different geographic areas of the state. Representatives of individual libraries, as well as of library systems, will be members of the committee. Members of the committee will be appointed by the State Superintendent of Public Instruction to serve staggered 3-year terms. The committee will meet at least twice a year - a 2-day meeting in the spring and a 2-day meeting in the fall. The primary responsibilities of the committee will be to advise the State Superintendent and the Division for Libraries and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

As in the past, information on the LSTA program will be made widely available and librarians and library users will be encouraged to offer suggestions and recommendations. In addition, the Division for Libraries and Community Learning will make a special effort to involve key groups and individuals in LSTA decision making. For example, the Council on Library and Network Development will be asked to offer suggestions and recommendations. The council is a statutory body appointed by the governor to advise the Department of Public Instruction and the Division for Libraries and Community Learning on library matters. In addition, the division would regularly seek advice from the System and Resource Library Directors Association of Wisconsin, system technology consultants, system special needs consultants, WISCAT users, system youth liaisons, and other groups and individuals.

▲TOP▲

Provide assurances satisfactory to the Director that the state agency will make reports, and provide information that the Director may reasonably require to determine the extent to which funds provided under the LSTA have been effective in carrying out the purpose of the LSTA.

The State Superintendent of Public Instruction will do so.

Other Assurances:

Forms and information on the following assurances and certifications are included in this state plan:

- assurances that the officially designated state library administrative agency has the fiscal and legal authority and capability to administer all aspects of the LSTA;
- assurances for establishing the state's policies, priorities, criteria, and procedures necessary to the implementation of all programs under LSTA;
- assurances that the state plan will be submitted to the director for approval;
- assurance that the state library agency spend no more than 4% on administrative costs; and
- assurances that the state will comply with the federal share and maintenance of effort levels described in Sec. 223 of the LSTA.

Posted July 7, 1997

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Last Modified September 10, 1999